

SAP Business Warehouse/Business Intelligence Reporting

Exercise - 1

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

BW/BI Custom Report Exercise 1 – Running Report

1. Log into BI
2. Select “BI Reports” tab
3. Select “Organization Management” tab
4. Select “Position/Personnel Master Listing” report link
5. Enter your variable selection and click OK

The screenshot displays the BW/BI Custom Report interface. The top navigation bar includes 'Employee Self-Service', 'BI Reports' (highlighted), and 'WEBGUI'. Below this, the 'Organization Management' tab is selected, showing a list of reports including 'Position / Personnel Master Listing' (highlighted), 'Position Statistics Report - Month Ending', and 'Position Roster'. The main content area is titled 'Variable Entry' and contains a table of 'General Variables'. The table has three columns: 'Variable', 'Current Selection', and 'Description'. The first row is selected, showing 'Calendar Month Prompt _ Single Value' with a current selection of '1/2013'. Other variables include 'Business Area (Optional)' with '1790', 'Organizational Unit Hierarchy', 'Job - Multiple (Optional)', and 'Work Force Indicator (Optional)'. At the bottom, there are 'OK' and 'Check' buttons.

Employee Self-Service | **BI Reports** | WEBGUI

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting

Position / Personnel Master Listing

Detailed Navigation

- **Position / Personnel Master Listing**
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	1/2013	
Business Area (Optional)	1790	
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Work Force Indicator (Optional)		

BW/BI Custom Report Exercise 1 – Report Results

The Position/Personnel Master Listing custom report will be displayed.

Position / Personnel Master Listing				
Display As Table Info Send Print Version Export to Microsoft Excel Notes				
<div>▼ Columns</div> <div>▪ Key Figures</div> <div>▼ Rows</div> <div>▪ Job</div> <div>▪ Position</div> <div>▪ Organizational Unit</div> <div>▪ County</div> <div>▪ EE Group</div> <div>▪ Pay Scale Group</div> <div>▪ Pay Grade</div> <div>▼ Free characteristics</div> <div>▪ Business area</div> <div>▪ Pay Grade Area</div> <div>▪ Pay Scale Area</div> <div>▪ Personnel Area</div> <div>▪ Workforce Indicator</div>	Job ↕		Position ↕	
	50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR	71026532	EMS01 PRODUCTION SUPPORT MANAGER
			Result	
	50000040	PRT FULFILLMENT/DATA CENTER MANAGER	71026605	EMS01 DATA CENTER/VARIABLE PRINT MANAGER
			Result	
	50000050	PRT BINDERY MANAGER	71026543	EMS01 BINDERY MANAGER
			Result	
	50000168	REPRODUCTION SUPERVISOR 2	71026654	REPRODUCTION SUPERVISOR 2
			Result	
	50000188	IT SYSTEMS/APP SPEC 6	71024786	IT SYSTEMS/APP SPEC 6
			71024902	IT SYSTEMS/APP SPEC 6
			71024903	IT SYSTEMS/APP SPEC 6
			71024904	IT SYSTEMS/APP SPEC 6
			71024909	IT SYSTEMS/APP SPEC 6
			71024910	IT SYSTEMS/APP SPEC 6

BW/BI Custom Report Exercise 1 – Free Characteristics

To add a characteristic from the Free Characteristic section:

- Drag&drop it into the Rows or Columns section.

In the example below, Personnel Area is being added to the Rows section above Job:

Position / Personnel Master Listing				
Display As Table Info Send Print Version Export to Microsoft Excel Notes				
▼ Columns	Job ↕		Position ↕	
	50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR	71026532	EMS01 PRODUCTION SUPPORT MANAGER
▼ Rows			Result	
▪ Job	50000040	PRT FULFILLMENT/DATA CENTER MANAGER	71026605	EMS01 DATA CENTER/VARIABLE PRINT MANAGER
▪ Position			Result	
▪ Organizational Unit	50000050	PRT BINDERY MANAGER	71026543	EMS01 BINDERY MANAGER
▪ County			Result	
▪ EE Group	50000168	REPRODUCTION SUPERVISOR 2	71026654	REPRODUCTION SUPERVISOR 2
▪ Pay Scale Group			Result	
▪ Pay Grade	50000188	IT SYSTEMS/APP SPEC 6	71024786	IT SYSTEMS/APP SPEC 6
▼ Free characteristics			71024902	IT SYSTEMS/APP SPEC 6
▪ Business area			71024903	IT SYSTEMS/APP SPEC 6
▪ Pay Grade Area			71024904	IT SYSTEMS/APP SPEC 6
▪ Pay Scale Area			71024909	IT SYSTEMS/APP SPEC 6
▪ Personnel Area			71024910	IT SYSTEMS/APP SPEC 6
▪ Workforce Indicator				

BW/BI Custom Report Exercise 1 – Free Characteristics

Personnel Area has been added to the report before Job.

Position / Personnel Master Listing					
Display As Table Info Send Print Version Export to Microsoft Excel Notes					
▼ Columns	Personnel Area ↕		Job ↕		Position ↕
▪ Key Figures	1790	Dept of Enterprise Services	50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR	71026532
▼ Rows					Result
▪ Personnel Area			50000040	PRT FULFILLMENT/DATA CENTER MANAGER	71026605
▪ Job					Result
▪ Position			50000050	PRT BINDERY MANAGER	71026543
▪ Organizational Unit					Result
▪ County			50000168	REPRODUCTION SUPERVISOR 2	71026654
▪ EE Group					Result
▪ Pay Scale Group			50000188	IT SYSTEMS/APP SPEC 6	71024786
▪ Pay Grade					71024902
▼ Free characteristics					71024903
▪ Business area					71024904
▪ Pay Grade Area					71024909
▪ Pay Scale Area					71024910
▪ Workforce Indicator					